

# Faculty Web Override Worksheet

STEP 1: Access the registration system via the Internet, direct access,  
<https://webproc.mnscu.edu/portal/login.html?campusid=070>

STEP 2: Enter your **BSU ID Number** (This number is not your Social Security Number, it is an 8-digit number that has been assigned to you.)

--	--	--	--	--	--	--	--

BSU ID

STEP 3: Enter your 4-6 digit **Personal ID Number (PIN)**.  
**Must be 4-6 digits in length.**

--	--	--	--	--	--

Returning faculty or faculty hired prior to April 20, 1998 will have a 4-digit PIN. The PIN is originally set as the day and year of birth in the DDYY format.

Example: If your birthdate is Feb. 7, 1973, your original PIN is set as:

0	7	7	3
---	---	---	---

New faculty who were hired to BSU after April 20, 1998 will have their PIN originally set to their 6-digit birthdate in the YYMMDD format.

Example: If your birthdate is Feb. 7, 1973, your original PIN is set as:

\*Note: These faculty will be required to change their PIN to a 4-6 digit number.

7	3	0	2	0	7
---	---	---	---	---	---

STEP 4: If the default term is different than needed, select the **“Year/Term”** option and choose the appropriate term.

STEP 5: From the Main Menu, select the **“Faculty Overrides”** option.

STEP 6: Select the appropriate **Edit Code**.

### Most commonly used override codes:

000003 Permit an add into a course after the deadline  
000013 Permit an add into a closed course  
000012 Permit an add into a course requiring a special permit  
000040 Grant Credit Overload Privilege

**\*\*Please note: There are instances that you need to authorize more than one override code.**

**For example - To give a student permission to add into a closed course after the 5<sup>th</sup> class day of the term, you will need to authorize two overrides: 000003 and 000013.**

STEP 8: Fill in the appropriate information. You will need the student's Tech ID.

\*\*\* You are **NOT** required to enter in Begin Date/Time or End Date/Time unless you want to limit the time the student has to register for that particular course.